

## **New Job Requisition Form**

## **Company Information:**

The PENTA Building Group is one of the leading general contractors in the Western United States, with offices in Las Vegas, NV; Reno, NV; Palm Desert, CA; Los Angeles, CA and Scottsdale, AZ. As a general contractor, construction manager, and concrete subcontractor, we partner with every member of the development, design, and construction team to build a variety of projects ranging in size and scope. We serve the following industries: hotel and timeshare resorts, gaming and casinos, tribal gaming and other tribal projects, convention and meeting facilities, restaurants, retail, public works, industrial, education, office buildings, and parking structures.

## **Job Description**

In this position, you will be supporting users from various levels of IT expertise, in many different areas within the Las Vegas area and regionally in the Southwest. The role requires day to day analysis and troubleshooting of employees' computer problems, and the expansion of new technologies within the user environment. The IT Support Engineer will provide assistance in person, via email, and over the phone. Some travel will be required. Assistance can involve using diagnosing problems with software and hardware, users' peripherals and network equipment including routers, switches, VOIP systems, videoconferencing, copiers, printers, laptops, and cell phones. Duties include re-imaging of laptops and desktops, maintaining backup environment, creating and maintaining an extensive document environment. Strong customer service skills, high degree of professionalism, and strong technical skills are required. Strong organizational skills and a self-starting attitude are essential as there can be multiple projects or roll-outs happening simultaneously.

## **Job Requirements**

Experience required with the following applications: Windows Server, Windows 7, Microsoft Office, printers and copiers, Cisco Systems, VOIP systems, and telephone systems.

Experience with LifeSize, .NET programming, SQL Server, Acronis and AppAssure Systems preferred

CCNA and A+ Certification highly preferred.